


Work-Based Learning Updates and Training Plan

Cooperative Education

and

Internship

July 2006



**Division of Career and
Technical Education
Frankfort, Kentucky 40601**

**Cooperative Education
Updated Training Plan
July 2006**

One of the requirements a school must meet to offer a cooperative education program is that each student is to have a Training Plan. The Plan is an agreement developed and signed by the school, student, parent and employer for on-the-job training. The school arranges with the employer for on-the-job training utilizing the Training Plan.

In 2000, a *Work Based Learning Guide* was developed and distributed to educational agencies involved with Career and Technical Education. A Sample Training Plan for co-op was included in the document; however, the attached copy has replaced the original in the *Work Based Learning Guide* and KDE website for Career and Technical Education.

The Training plan has been revised and includes an addendum pertaining to placement of students (under age of 18) in Hazardous Occupations. According to the U.S. Department of Labor and the Kentucky Department of Labor there are limited exemptions from certain Hazardous Occupations for student-learners. The *Addendum* identifies all hazardous occupations and specifies with an asterisk the exemptions which apply to student learners.

Attached is a copy of the revised plan, please note the following:

- Sections pertaining to: Student / Trainers; Teachers / Coordinators; Parent or Guardian and Employer Agreements.
- Listing of hazardous occupations with identified exemptions
- Guidelines for the Written Agreement
- Format of a plan for student participating in cooperative education programs involving exemptions for hazardous occupations.

The *Addendum* is to be completed for student learners who are being placed in cooperative education programs associated with the identified exemptions for hazardous occupations.

If you have questions or concerns, please contact Rodney Kelly, Division of Career and Technical Education 21st Floor CPT, Frankfort, KY 40601.

Attachment:

Updated Training Plan and Addendum 2006

References:

Bulletin: *Youth Employment Provisions for Nonagricultural Occupations Under Fair Labor Standards Act, Child Labor Bulletin 101*, February 2003

Web-site: <http://www.labor.ky.gov>

SAMPLE TRAINING PLAN

INSTRUCTIONAL

AREA _____

Work Experience _____

Entrepreneurship _____

Internship _____

Co-op _____

Name of Student _____		Birthday _____		Age _____	
Address _____ <div style="text-align: center; font-size: small;">Street</div> <div style="display: flex; justify-content: space-between; font-size: small;"> _____ _____ _____ </div> <div style="display: flex; justify-content: space-between; font-size: small;"> City State Zip </div>		Social Security No. _____		Program Level _____ Sec _____	
Phone _____					
Name of School _____		Local Labor Market _____		Date _____	
School Address _____ <div style="text-align: center; font-size: small;">Street</div> <div style="display: flex; justify-content: space-between; font-size: small;"> _____ _____ _____ </div> <div style="display: flex; justify-content: space-between; font-size: small;"> City State Zip </div>		Phone _____		Fax _____	
Career Major: _____		CIP Code _____		Career Cluster _____	
Name of Teacher/Coordinator _____		Instructional Area Teacher _____			
Name of Employer _____		Phone _____			
		Fax _____			
Address of Work Site _____ <div style="text-align: center; font-size: small;">Street</div> <div style="display: flex; justify-content: space-between; font-size: small;"> _____ _____ _____ </div> <div style="display: flex; justify-content: space-between; font-size: small;"> City State Zip </div>					
Name of Work-site Mentor _____		Title _____		Phone _____	
				Fax _____	
Student Job Title _____		Does this placement involve work in a hazardous occupation? Yes ____ No _____. If yes, complete addendum for Student Learners in Hazardous Occupations			
Wages (if applicable) per hour to start \$ _____					
Student's Work Schedule _____		Starting Date of Work-site Learning _____			

SAMPLE
TRAINING PLAN

THE STUDENT / TRAINEE AGREES TO:

- Be courteous and considerate of the employer, co-workers and others.
- Keep the employer's interest in mind and be punctual, dependable, and loyal.
- Notify the employer and the coordinator as soon as possible if unable to go to work and or school.
- Keep such records of work experience and wages earned as required by the school and submit them on or before specified deadlines.
- Conform to the policies and regulations of the employer and the school.
- Maintain satisfactory performance in the school and on the job.
- Abide by Training Plan / Addendum for Hazardous Occupations (when applicable)
- Other: _____

THE TEACHER / COORDINATOR, ON BEHALF OF THE SCHOOL, AGREES TO:

- Prepare, with the assistance of the training sponsor, a Training Plan / Addendum for Hazardous Occupations (when applicable)
- Revise Training Plan / Addendum for Hazardous Occupations as needed to improve student's job experiences.
- Visit the student on the job on a regularly scheduled basis to determine instructional needs and to insure that the student-trainee receives job training and supervision as well as a variety of job experiences.
- Recognize that much of the information gathered at the work site is confidential.
- Make provisions for the student-trainee to receive prior or concurrent related instruction on a regularly scheduled basis as outlined in the Training Plan.
- Other: _____

THE PARENT OR GUARDIAN AGREES TO:

- Accept responsibility for the student-trainee's safety and conduct while traveling to and from school, place of employment, and home.
- Support the concepts outlined in this program.
- Abide by Training Plan / Addendum for Hazardous Occupations, when applicable
- Other: _____

THE EMPLOYER AGREES TO:

- Take an active part in training and supervising this student while providing instruction in accordance with the student-trainee's Training Plan / Addendum for Hazardous Occupations, when applicable
- Assist the coordinator in evaluating the student's performance on the job by completing the evaluation form when required.
- Provide close supervision by an experienced and qualified person and avoid subjecting student-trainee to unnecessary or unusual hazards.
- Notify the parent and the school immediately in case of accident, sickness, or any other serious problem.
- Permit and expect the coordinator or visit periodically to discuss the progress of the student-trainee and to observe him/her on the job.
- Pay the student-trainee an agreed wage and recognize satisfactory service throughout the year with salary increases.
- Give the same consideration to the student-trainee as given to other employees in regard to safety, health, general employment conditions, and other regulations of the business.
- Comply with all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, marital status, or disability.
- Comply with state and federal laws that protect owner aspects of employment (i.e. wage and how child labor, safety and health workman's compensation)
- Other: _____

SIGNATURE OF EMPLOYER

SIGNATURE OF STUDENT

SIGNATURE OF TEACHER/COORDINATOR

SIGNATURE OF PARENT/GUARDIAN

Copies sent to: _____Employer _____Student _____Parent _____Teacher/Coordinator

**SAMPLE
TRAINING PLAN**

TRAINING RESPONSIBILITY

List the major competencies (tasks, topics, etc.) the student is to develop while enrolled in this program. These may be skills, attitudes, knowledge of technical content, and understandings. Check the appropriate column(s) to show where the competency will be developed.

Indicate whether the competency has been completed by checking in the appropriate column.

MAJOR COMPETENCIES TO BE DEVELOPED (Skills, Knowledges, Attitudes, Understandings, Etc.)	<i>SITE</i>		Completed	Partially Completed	<i>Not Completed</i>	Not Applicable
	WORK	SCHOOL				

**Addendum for Student Learner in Hazardous Occupations
And
Cooperative Education Training Plan**
(minors under 18 years of age)
To Be Attached To Training Plan

HAZARDOUS OCCUPATIONS PROHIBITED FOR MINORS

- | | |
|--|--|
| 1. Occupations in or about Plants or Establishments Manufacturing or Storing Explosives or Articles Containing Explosive Components. | *12. Operation of Paper Products Machines |
| 2. Motor Vehicle Driver and Outside Helper | 13. Manufacture of Brick, Tile and Kindred Products |
| 3. Coal Mine Occupations | *14. Operation of Circular Saws, Band Saws, and Guillotine Shears |
| 4. Logging or Sawmill Operations | 15. Wrecking, Demolition and Shipwrecking Operations |
| *5. Operation of Power-Driven Woodworking Machines | *16. Roofing Operations |
| 6. Exposure to Radioactive Substances | *17. Excavating Operations |
| 7. Operation of Power-Driven Hoisting Apparatus | 18. In, about or in connection with any establishment where alcoholic liquors are distilled, rectified, compounded, brewed, manufactured, bottled, sold for consumption, or dispensed unless permitted by the rules and regulations of the Alcoholic Beverage Control Board (except they may be employed in places where the sale of alcoholic beverages by the package is merely incidental to the main business actually conducted). |
| *8. Operation of Power-Driven Metal Forming, Punching, and Shearing Machines | 19. Pool or Billiard room |
| 9. Mining, other than coal | |
| *10. Slaughtering, Meat Packing or Processing, or Rendering | |
| 11. Operation of Bakery Machines | |

EXEMPTIONS

Exemptions may be made for Hazardous Occupations identified by an asterisk (*) in the above list for student learners who are enrolled in Cooperative education program through a **written agreement** with the recognized local educational authority.

DEFINITION OF STUDENT LEARNERS

A student learner is an individual who is enrolled in a course of study and training in a cooperative vocational program under a recognized state or local educational authority.

GUIDELINES FOR WRITTEN AGREEMENT

The addendum to the Training Plan must:

- Be attached to the official Training Plan
- Identify the hazardous occupations in which the student is participating
- Specify tasks to be performed in the Co-op placement and identify those tasks which are identified as hazardous
- Identify types of supervision required at the work site (i.e. general and direct). Direct on-site supervision **is required** when using hazardous equipment
- Ensure that student has completed appropriate skill and safety training to be able to perform specified task at entry-level employment status

Written Agreement for Hazardous Occupations

Job Title

Hazardous Occupation and Exemption*

Identify tasks to be performed at work-site

Identify hazardous tasks to be performed at work site

Supervision

Identify areas of general supervision to be provided for the student learner at the work site:

Identify areas where direct supervision is to be provided for the student learner performing hazardous tasks at the work site:

This agreement is an exemption from Child Labor Order # _____* from the identified hazardous occupation list. This exemption is effective when all parties abide by the terms of this agreement.

Instructor (School)

Date _____

Supervisor (Work)

Date _____

Parent / Guardian

Date _____

Internship

<i>Definition:</i>	Internship is a type of work-based learning involving high school students who have completed extensive preparation relative to a Career Major.
<i>Purpose:</i>	Students will have opportunities to explore career via workplace learning experiences.
<i>Requirement:</i>	Students are to have a Training Plan (see <i>Work Based Learning Guide 2000</i> for a sample Training Plan)
<i>Credit:</i>	The amount of credit for internship experience is determined at district/school level and is based on the number of hours worked at the training site.
<i>Wages:</i>	<p><u>Paid</u></p> <p>Students who are to receive pay are those who are enrolled in the program on a long-term basis (semester or year long) and have an established employer/employee relationship.</p> <p><u>Non-Paid</u></p> <p>Students who enroll in internship experience on a short-term basis or Those students placed in a public school, other public / non-profit agency.</p>
<i>Compliance Issues:</i>	Schools and Agencies providing internships for students are to comply with state and federal labor laws.